

Laboratory Certification Standards Review Council
Meeting Minutes From 2/20/2002

Attendance

Council Members: George Bowman, Debbie Cawley, Randy Herwig, Paul Junio (Vice Chair), David Kollakowsky (Chair), Marcia Kuehl and Ruth Klee Marx (Secretary)

DNR Staff: Diane Drinkman, Greg Pils, Phillip Spranger and David Webb

Others in Attendance: Paul Harris, Steve Heraly, Carol Meilke, Christine Miller and Randy Thater

Summary and Action Items

At this meeting the Certification Standards Review Council:

- Concurred with the Department's approval of Analytical Standards, Inc. (ASI) as a Wisconsin reference sample provider in test categories 01 through 06;
- Corrected and Approved the previous meeting's minutes;
- Elected the following Council officers: Paul Junio, Chair; George Bowman, Vice Chair; and Marcia Kuehl, Secretary. Terms are for one year and commence at the conclusion of the Council meeting;
- Discussed the statutory limit of two consecutive three-year terms for Council members. David Kollakowsky, representing Industrial Facilities, and Ruth Klee Marx, representing Public Water Utilities will complete their second terms in July 2002. Efforts to fill these two Council seats will be made prior to June 2002.
- Reviewed the Laboratory Certification Program's \$526,846 Fiscal Year 2003 budget and recommended approval by the Natural Resources Board;
- Were provided a quarterly update on the status of lab audits, audit reports and closures;
- Were updated on the addition of certification for disinfection byproducts (DBP) under test category 18 – Safe Drinking Water Act. The analyte/analyte groups included are bromate, chlorite and haloacetic acids (five);
- Discussed upcoming training and presentations planned by Program staff and strategies for delivering and funding future training efforts; and
- Tentatively scheduled the next Council meeting for Wednesday, May 15, 2002.

Agenda Items

I. Check in/Agenda Repair

- A. Diane Drinkman requested the addition of an agenda item concerning the approval of a new reference sample provider. Council members, DNR staff and Guests were introduced.

II. Approval of ASI to Provide Reference Samples

- A. Diane Drinkman requested the concurrence of the council with the Department's approval of a new reference sample provider, Analytical Standards, Inc. (ASI) of Parkersburg, WV. The provider was not included in the last cycle of approvals (those effective January 1, 2001) because the lab misplaced the provider application. They re-applied and Ms. Drinkman audited the facility last summer. They met the Wisconsin requirements only for test categories 01-06. The approval for categories 01 through 06 is conditional through the end of the year.
- B. There was a question on the frequency of review for all reference sample providers? Last year, providers were approved on a two-year conditional basis to see how they were meeting Wisconsin requirements. Ms. Drinkman is currently working with providers on electronic data submittal and she will reevaluate all providers at end of the year (2002). George Bowman asked where the approval process is in the administrative code? NR 149 states that grading criteria for reference samples must be at least as stringent as those used by the State Lab of Hygiene. The State Lab is using NELAC standards for most analytes. She is also working with the State Lab on regression equations for grading organics. Suggestion that provider approval process be more firmly incorporated into a revised NR 149.
- C. David Kollakowsky forwarded a motion to provide concurrence with the Department's approval of ASI as a Wisconsin reference sample provider for categories 1 through 6. Unanimously approved.

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III. Approval of August 23, 2001 Meeting Minutes

- A. Randy Herwig noted two corrections to the November 15, 2001 meeting minutes: Mr. Herwig was present and should have been included under attendance; and there is a typographic error on page 3 of the draft minutes under section VII A. Mr. Herwig made a motion to approve the draft minutes as corrected, Ruth Klee Marx seconded and the minutes were approved unanimously.

IV. Election of Officers: Chair, Vice Chair and Secretary/Council Member Term Limits and Recruitment

- A. According to s. 15.09 (2), Wis. Stats., the Council is to elect officers (chair, vice chair and secretary) at its first meeting each year. Mr. Bowman nominated Paul Junio for Chair. With no other nominations forthcoming, Mr. Junio was elected Chair unanimously. Mr. Junio nominated Mr. Bowman for Vice Chair. There were no other nominations and Mr. Bowman was elected Vice Chair unanimously. Mr. Bowman nominated Marcia Kuehl for Secretary and with no other nominations, Ms. Kuehl was elected Secretary unanimously.
- B. The council discussed term limits. There is a limit of no more than two consecutive three-year terms for Council members. Mr. Kollakowsky and Ruth Klee Marx finish their second terms on June 30, 2002. Council members will consult with potential nominees and a notice regarding the open seats will be posted on the Lab Cert. Web site and in the upcoming issue of the Program's newsletter, LabNotes Spring 2002. Nominations to the Certification Standards Review Council are coordinated by the Wisconsin Department of Administration. DOA Secretary George Lightbourn is the appointing official. The DOA address is:

Department of Administration, 101 East Wilson St. – 10th Floor, Madison WI 53702

- C. There was discussion of whether the two departing Council members would retain their seats on the NR 149 Revision Advisory Committee (RAC). The letters appointing Council members to the RAC allow ex-council members to stay on the committee. New council members would not automatically be appointed to the RAC, but could attend informally and would have input from being on the Council.

V. Fiscal Year 2003 Lab Cert. Budget and Fees

- A. Greg Pils, DNR Audit Chemist, presented the Laboratory Certification Program proposed budget to the Council. A handout was provided.
- B. *Salary and Fringe.* Since the Union contract has not been settled, salaries for permanent staff were estimated using the one percent raise provided to non-represented employees on July 1, 2001. The total includes automatic pay level progressions for a couple of staff.

Dave Kollakowsky asked how many FTEs are supported by program funds. There are six full-time central office position funded through Lab Cert. fees (four central office auditors, a regional auditor located in central office, and a certification chemist) and two one-half time regional auditors. The Program Chemist project position was converted to permanent in FY 2002. There is also a one-half time limited term employee in Northeast Region, and a "regional employee allotment" is provided to Northern Region to cover audits conducted by a Water Program staff person there.

The salary and fringe line of the budget also includes money for a summer intern. Last year's summer intern, Ian Klemm, worked on the *Reference Sample Guidance* document. We are currently looking for a three-month project for the summer 2003 intern. Mr. Herwig asked whether he/she could work on training. Another suggestion was to help with the NR 149 revisions. Past projects include, NELAC fee research and the MDL survey. The summer internship project will be added to the next Council agenda.

- C. *Supplies and Services.* Mr. Pils noted that there is not a lot of flexibility in this area. Out-of-state audits are paid for by the labs being audited and are not included in the fee calculation.
- D. *Information and Technology.* The computers and software line includes money to replace older computers. The BEITA support charge is a flat fee the Program pays per PC.
- E. The total budget of \$526,846 is an increase of 1.8% or \$9,700 over last year's \$517,229 budget. The cost per relative value unit (RVU) will increase 3.1% from \$47.00 to \$48.50. The percentage fee increase is greater than the budget increase because there are 16 fewer laboratories in the Program.
- F. Other discussion: Funding for the NR 149 Revision Advisory Committee comes from the conferences line. Office supplies, services and equipment decreased because of savings realized in shared Bureau expenses. The in-state travel charges mainly pay for mileage charges of state cars used by auditors. The "conferences" line pays for DNR staff to attend conferences.

Laboratory Certification Standards Review Council
Meeting Minutes From 2/20/2002

- G. Mr. Kollakowsky asked whether the program has looked at a “break point” at which enough labs leave the Program that we would look at cutting staff? Mr. Webb responded that the Program is at a relatively comfortable number of labs as far as being able to audit all the labs on the three-year cycle. We would have to lose quite a few labs before there would be too little to do.
- H. Mr. Herwig made a motion to approve the budget, Ms. Kuehl seconded, and it was approved unanimously.

VI. Audit Status

- A. David Webb informed the council of the Program’s audit activity for the second quarter of the current fiscal year (July 1 through September 30). Regional auditors did 28 audits and issued 33 reports and 33 closure letters. The goal is 29 of each per quarter or approximately 115 per year. Central office auditors conducted 7 audits and issued 8 reports and 5 closure letters. The goal is 11 of each per quarter. For the first half of the fiscal year, there have been 18 audits, 19 reports and 10 closures out of the central office.
- B. In response to a question on DATCP, Mr. Webb noted that an audit was scheduled for today but had to be rescheduled to next week.
- C. Will the goal still be met for FY? Mr. Webb felt that the central office audit goal could still be met. Various factors kept the first half audits down. He also commended Audit Chemist Diane Drinkman for coordinating the NR 149 Revisions Advisory Committee work and still meeting her audit goals.

VII. Disinfection Byproducts Reference Sample Providers

- A. Phillip Spranger discussed safe drinking water act disinfection byproduct (DBP) reference sample providers. Mr. Spranger noted that DBP monitoring requirements went into effect on January 1, 2002. Several labs applied for DBP certification in late 2001. The reference sample provider list was expanded to include DBPs. Providers that are already Wisconsin approved for SDWA PTs and that are NIST approved for DBPs were approved for the DBP analytes and analyte groups on the Wisconsin provider list. An updated provider list was handed out.

VIII. Update on Presentations and Training

- A. Mr. Webb provided a summary of upcoming training and presentations. Rick Mealy is doing a presentation on qualifying data tomorrow (2/21/2002) at the WWOA meeting in Jackson.

On March 13-14, there will be a presentation on “What an Auditor Looks For” that will cover a simulated audit for BOD, ammonia, phosphorous and TSS.
- B. Several presentations are in the discussion stage. The “What an Auditor Looks For” presentation may be repeated at the WRWA meeting on April 5 in Stevens Point. This WRWA meeting may also include a presentation on breakpoint chlorination. The WWOA annual conference in October may include a presentation on QA Plans.
- C. A wide-ranging discussion on training followed. Mr. Webb noted that he had said he would come with a plan for training, but there are too many ongoing discussions and initiatives to craft a definitive plan at this time. There have been many other efforts relating to training already. State Lab of Hygiene management is involved and could play a key role. WRWA has identified training needs for water suppliers. Some issues that need to be looked at include, identifying training needs for wastewater plants and commercial labs, funding for the training by the State Lab, non-traditional methods for delivering training, and a mechanism for allowing the private sector to underwrite training at the State Lab (i.e., vendor requested training). It was recommended that training be made a standing item for council meetings.

IX. Update on NR 149 Revisions and Advisory Committee

- A. Discussion of whether to remove NR 149 revisions and advisory committee from the standing agenda since this is the topic of a separate group now (the advisory committee). Members felt it would be good to use the minutes to remind people of the scheduled meeting dates. The next meeting is Thursday, March 7, 2002, at the State Patrol headquarters in Deforest. The NR 149 RAC web address is: www.dnr.state.wi.us/org/es/science/lc/nr149.

X. Future Meeting Dates

- A. The next Council meeting was tentatively scheduled for Wednesday, May 15, 2002. The location will be the Green Bay Metropolitan Sewerage District Office Conference Room unless a decision is made to hold a conference call instead of a face-to-face meeting. Forward suggestions for agenda items to Paul Junio (920/261-1660 or pjunio@testamericainc.com) or Phillip Spranger (608/267-7633 or spranp@dnr.state.wi.us) for the consideration of the Council officers.
- B. A motion to adjourn was made by Randy Herwig, seconded by Debbie Cawley and carried unanimously.